



Topsfield Finance Committee
Minutes to the Meetings
January 27, 2014

- I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:04 pm. Jon Guido and Paul Dierze were not present for the meeting.
- II. **Minutes:** Dana Warren made a motion to approve the minutes, as presented, from January 6, 2014. Heidi Bond seconded the motion, voted in favor 4-0-1. Karen Dow abstained from the vote as she was not present for the January 6th meeting.
- III. **Liaison Reports on Department Budgets:** Each liaison present gave an overview of his/her budgets, noting and discussing any deviations from guidelines and any “essential unfunded” items. Dan Shugrue presented information on Jon Guido’s budgets. Clarification on several items will be pursued by the relevant liaison. The Masconomet budget book will be distributed to the liaisons on February 7th. The Topsfield Elementary budget has been rescinded by the School Committee while they review educational and budget priorities.
- IV. **Modeling:** Model v1.0 is posted on the FinCom website. Karen Dow will develop v2.0, including department budget requests, a placeholder for a Snow & Ice deficit and the addition of the cost of a triennial real estate revaluation. State aid was assumed to decrease by 5% but will be changed to level-funded, based on the Governor’s State of the State address. Department requests above guidelines will not be included in v2.0.
- V. **Schedule of Department Head Budget Presentations:** The preliminary schedule for department budget presentations is as follows, with some time slots still available:
1. February 3rd: Building Inspector/Inspectional Services, Library
 2. February 10th: Police, Treasurer, Board of Selectmen, Fire
 3. February 24th: Board of Health
- IV. **Upcoming Meeting Schedule:** The next three meetings of the Committee will be held on February 3rd, February 10th and February 24th at 7:00 PM in the Proctor School Teacher’s Lounge. There will be no meeting February 17th.
- V. **Adjourn:** A motion was made by Karen Dow to adjourn at 8:48 p.m., seconded by Dan Shugrue, voted in favor 5-0.

Respectfully submitted,
Karen A. Dow

Attachments: none